

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

|   |   |                             |
|---|---|-----------------------------|
| CLASSIFICATION TITLE<br>Transportation Engineer (Civil) | OFFICE/BRANCH/SECTION<br>D10 PPM-AM/Program Management Branch |                             |
| WORKING TITLE<br>Transportation Engineer (Civil)        | POSITION NUMBER<br>910-100-3135-xxx                           | REVISION DATE<br>02/26/2024 |

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general direction of the District 10 Branch Chief of Program Management./GIS Division (a Senior Transportation Engineer), the incumbent will coordinate critical engineering functions with the Capital Program Manager, Project Managers, Asset Manager, and HQ to ensure successful program delivery and to meet fund targets by Fiscal Year. The incumbent will provide support and work with multiple programming areas such as the State Highway Operation and Protection Program (SHOPP), cooperative agreements, capital outlay support resourcing, and project risk management. The incumbent will assist in developing and coordinating program requirements for District resources and consultant resources, scheduling such resources, developing and maintaining program strategies, and preparing documents to support these activities. The incumbent will assist in developing Project Information maps using GIS software, coordinate with other functional units to adhere to the GIS division data policies, analyze data and present it as needed.

**CORE COMPETENCIES:**

As a Transportation Engineer (Civil), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

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**TYPICAL DUTIES:**

| Percentage | Essential (E)/Marginal (M) <sup>1</sup> | Job Description   |
|------------|---|---|
| 20%        | E                                       | Manages the District 10 State Highway Operation and Protection Program (SHOPP). Reviews Project Initiation Documents (PIDs), Project Reports (PRs), and other programming documents to ensure information being input and extracted from electronic project databases is complete and accurate. Review and approve all SHOPP related programming documents before they are submitted to Headquarters. Reviews, submits, and tracks Project Change Requests. Reviews and assists in the preparation and routing of cooperative agreements on Caltrans projects. Review Cooperative and other agreements for quality, consistency, and accuracy. Ensure Cooperative Agreements are in compliance with project documents including Baseline Agreements, Maintenance Agreements, etc. |
| 20%        | E                                       | Prepares, and completes tasks associated with the annual Capital Outlay Support (COS) exercise which establishes workload needs for the capital delivery program each year. Works with the District Budget Office on COS related expenditures and allocations. Work with the Project Manager and/or the Project Development Team (PDT) in developing draft project risk registers (Scalability Level 1, 2). Performs quality control/assurance on the risk register. For Scalability Level 3, may act as a lead Project Risk Manager and coordinate with the Project Manager and PDT to manage risks of mega projects. Liaison to HQ Risk Management Office, provide expertise and assistance to District staff or obtain expert services for District staff.                     |
| 20%        | E                                       | Produce and maintain Geographical Information System (GIS) project data within the Central Region. This includes making the data available to different computer applications and updating data as necessary with the goal of assisting Project, Task and Functional Managers in decision making based on visual geographical, topographical, parcel and transportation information, generally in the forms of digital mapping and imagery.   |
| 20%        | E                                       | Utilize existing project and accounting systems to provide project information to Project, Task and Functional Managers with the intent to display this information as GIS data and on other project related applications. Develop and maintain processes, technical documentation and guidance for utilizing the Central Region GIS data as it pertains to the State of California transportation infrastructure. This will include written and verbal instruction and training on how to access the data through various computer applications. Examples of applications include web browsers, desktop GIS applications and Computer Aided Design and Drafting (CADD) software.   |
| 10%        | E                                       | Incumbent reviews engineering reports used in the project approval process. Ascertain the conformance of project approval reports with respect to the programmed cost, scope, and schedule of the projects. Coordinate with the Project Manager and the Project Engineer to ensure that the status of the projects is accurately described. Continuously interact with the Program Manager, Asset Manager, and Project Managers to provide them with the current status and progress of delivery, including identification of delivery issues and how they are being addressed, so that District delivery reports can be developed and reported accurately to headquarters.   |
| 10%        | M                                       | Identify early warnings for delivery and/or process issues that need management involvement and work to obtain resolution of the issues through the Project Manager. Incumbent is the primary contact and liaison between Project Managers and Headquarters Programming and coordinates all programming activities to successfully deliver a project. Act as a backup for the District's Minor and Non-SHOPP Managers. Provide training to Programming and Project Management staff as needed. Perform other duties as assigned.  |

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The incumbent does not supervise, but may act as a lead person on specific projects or activities.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have education or experience equivalent to graduation from college with major work in Civil Engineering. The position requires knowledge of the Caltrans project and resource development processes, State and Federal programming financial policies and an awareness of Caltrans organizational and departmental policies and procedures. Incumbent must have a basic understanding of the Department's requirements to deliver projects on schedule and within budget.

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Incumbent must be able to provide precise analysis regarding technical engineering issues affecting the delivery of programmed projects. Use of sound engineering judgment must be applied to all areas under the incumbent's responsibility.

This position requires knowledge about software applications like GIS and other related applications, create and maintain technical documentation.

This position will need to effectively assist in planning and organizing delivery, and communicate effectively both orally and in writing regarding the assigned program area. The position requires the ability to prepare comprehensive data to be used in technical reports and correspondence regarding the delivery of assigned program areas and work effectively and cooperatively with departmental staff, tax authority representatives, local agencies and the public.

Employee must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must have the ability to handle multiple priorities related to project delivery milestones and deadlines. Must be able to analyze raw data, reason logically, recognize problems and develop solutions. Must be able to behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to the department, as well as external customers. Incumbent must possess the ability to provide engineering guidance to other fellow employees in a lead person capacity.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for making engineering decisions to ensure that programmed projects are delivered on schedule and within scope and budget. The incumbent will be responsible for identifying program funding issues and will assist the Program Manager in the resolution process with the Deputy District Director and the Headquarters Division of Financial Programming when necessary. The incumbent will assist the Program Manager in resolving program resource issues with the Deputy District Director and the Headquarters Division of Financial Programming and Division of Budgets. Decisions, recommendations, and reports generated by the incumbent have significant impact on District project delivery and cost. Failure to closely monitor the schedules could pose significant project delays and may lead to project slippage and/or cost increases, which is unacceptable.

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**PUBLIC AND INTERNAL CONTACTS**

This position requires interaction with project managers, district management, Headquarters counterparts and Headquarters management in order to advise them about the current status of program delivery of projects. This may also involve providing information to the Public Information Office regarding the delivery of the program. Frequent contacts with other State agencies, local agencies, tax authority representatives and the public is an essential part of the position.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to study and analyze data with very small font types. May also be required to travel and transport a laptop computer and a small portable printer. The incumbent will also be required to prioritize work assignments while under pressure. Consequently, mental and emotional abilities need to be healthy. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

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**WORK ENVIRONMENT**

The incumbent will work primarily in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. The incumbent may be required to travel in one-day trips as well as several overnight trips and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather), work outdoors, and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE